CALIFORNIA OFFICE OF TRAFFIC SAFETY

eGrants Application User's Manual

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How it Works

eGrants is OTS's web accessible grants management system that will handle all aspects of the grant process electronically, from grant application submission through grant closeout and post-grant reporting. It will be accessible online using current versions of most popular web browsers. eGrants will begin Phase 1 on January 4, 2011 for eligible agencies to submit grant applications electronically. A link to the eGrants website will be available from the OTS website at www.ots.ca.gov .

Overview

Upon arriving at the eGrants website you will be required to register as a new user. This allows you access to the site to begin the application procedure. There are seven pages of information or processes that must be completed in order to submit a grant to OTS: Contact Information, Grant Information, Goals and Objectives, Budget, Uploads, Agency Authorities, and Review and Submit Authorizations.

You will save your work at all stages, and may leave the system and later resume where you left off. You may return to specific pages and edit the information at any time, until the point where the application is submitted by the applicant.

Each eGrants webpage will have a corresponding page(s) in this manual to guide you through its completion. Most of the pages are easy to complete if you have the information available. There are worksheets to assist you in collecting the information, in advance, that will be required for the application. The budget, sub-budget (if needed for Contractual Services), and Authorizations are the most difficult parts of the process to complete, but they will be easier if you use the worksheets.

There is a Validation Summary on the Main Page. As you complete the various components of the eGrant Application, it will show the status of all the required application sections. If there is a green check mark (✔), congratulations you have completed that section successfully. If there is a red (✖), the section is not complete. Clicking on the Page Title for the incomplete component will take you to that page. For the application to be submitted all components must show a green checkmark and "**Complete**". The applicant will then be able to submit the application to OTS and will receive a confirmation e-mail indicating that it was received.

An integral part of the eGrants website is the use of pop-ups. All pop-up blockers need to be turned off for eGrants to work properly. The built-in blocker in Internet Explorer 8 and on the Google Toolbar blocker are the most common, however, you may have others that come with your internet security software, such as Norton, McAfee or Zone Alarm, etc. Also check your computer's "Compatibility View" setting on the Internet Explorer Toolbar. If it is not set to the "Compatibility View," the text boxes, buttons, and pull down menus will not display correctly. Please contact your Information Technology professionals should you need assistance.

Glossary

* Means the information is a <u>required field.</u>

✔ Status Complete

✘ Status Incomplete, must be competed to submit application.

Agency Authorizer – A high ranking official of the applicant agency, who has the authority to authorize submitting of an application for a grant. They do not necessarily need to have the authority to be able to obligate the agency in a grant contract.

Available Funding Opportunities – Grants that are available at the current time.

Close Button– Used in the editing pages. It allows you to exit back to the main page after making edits.

Collaboration – eGrants allows multiple users to work on an application at the same time from different work stations. Using this feature the applicant is able to set up additional users and determine the type of access that each is granted. Be careful because the last user to make an edit on a page is the one that is saved in the applications. This is not for Agency Authorizers.

Continue Button – This button, usually found at the bottom of a page closes the page you are working on and takes you to the next page. It does not save your work.

Contractual Services - Budget Category-contains any professional services and associated costs necessary to complete grant objectives that are not available through the applicant agency, and require contractual agreements, Joint Powers Agreements or MOU's, in accordance with the applicant agency's normal procurement procedures. This category also applies to mini-grants, or to sub-recipients completing grant objectives through an award process. Please check with your procurement officials to confirm whether a contract is necessary. Purchase Orders are not considered contracts, and should be budgeted under Other Direct Costs in the main budget. Personnel budgeted under Contractual Services are subject to time keeping requirements and Personnel Activity Reports.

Error Messages – A message may appear in red at the top of the page when trying to SAVE or CONTINUE. It will explain that there is an error, and what that error is, that must be corrected before you can complete the operation.

Equipment - includes only those nonexpendable, tangible personal property items with a useful life of more than one year, which cost $5,000 or more per item, and are specifically required to carry out grant activities. The total cost of equipment includes modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for grant purposes including tax, shipping, and installation, excluding any discounts.

Fiscal Authorizer - High ranking fiscal official of the applicant agency or the governmental entity responsible for the applicant agency's fiscal records, who can verify the accuracy of the fiscal information being provided by the applicant.

General – A non-templated grant that must be built using Goals and Objectives from OTS master lists or constructing your own. By following the instructions provided on the Goals and Objectives Page you will be able to display the master list and choose Goals and Objectives appropriate to your grant.

GME – Grants Made Easy. Templated for the most commonly requested grants types. These have specific required Goals and Objectives and are auto-populated into the application when you select the grant type. GME's are available for STEP, Emergency Medical Services, Probation, and Traffic Records Systems.

Goals – Performance Measure - are what you hope to accomplish by implementing a traffic safety grant program, and serve as the foundation upon which the grant is built. Goals are generally statistical data that must be reported in required quarterly reports.

Example : "To reduce the number of persons killed in alcohol-involved collisions"

Indirect Costs – Budget Category - Allowable indirect costs, as defined in the regulations, shall be reimbursed at a negotiated predetermined fixed rate to agencies that have submitted to OTS a federally approved Indirect Cost Rate Plan and Approval letter. Typical indirect costs may include depreciation and use allowances on buildings and equipment, the costs of operating and maintaining facilities and equipment, and general administration and general expenses.

Instructions - are located at the top of each eGrants page, but may go out of sight as you scroll down on the page.

Navigation Bar - is displayed on left side of every page, within the dark blue column, and can be used to move throughout the application document.

Objectives - Performance Measure - are tasks or activities undertaken during the grant period to move the grant closer to achieving its overall goal(s).   They are quantifiable measures of the grantee's performance.

Example : "To conduct 12 Saturation Patrols."

Other Direct Costs - Budget Category - includes direct items of expense, such as educational materials, office supplies, minor equipment, and services, under $5,000.00 per unit, not requiring contractual agreements, acquired or consumed for purposes of the grant.

Personnel Activity Report – A PAR is a timesheet or log maintained by the employee which contemporaneously accounts for 100 percent of their time. The objective is to identify effort spent on multiple programs/federal funds. Where employees (grantees and sub-grantees) are receiving less than 100 percent of funding from OTS for personnel services, their time distribution to OTS grants must be supported by after-the-fact Personnel Activity Reports (PAR's) for all salaried staff and subcontractors (excludes employees that only receive OTS funding for overtime). See GPM 4.4.1 for more information.

Personnel Costs - Budget Category - should contain only the direct compensation for salaries and fringe benefits of the applicant agency's employees, hired expressly for the grant, and for the time and effort spent on grant related activities.

Primary – Applicants may work for multiple agencies, such as grant writers. "Primary" indicates to which agency they are most connected.

Problem Statement and Method of Procedure (PS-MOP) – A required form for the Grant Application, that is downloaded from the OTS website, saved on your computer, completed with the required information, then attached to the Grant Application using the Upload process. The PS-MOP form requires local collision statistical data, and information about your agency's Traffic Unit and enforcement activities.

Save Button – Used to save information before leaving the page or particular function. Does not close out the page or take you to the next page.

Save and Close Button - Used to save information before leaving the page, then closes the current page and opens the next page in one operation.

STEP – Selective Traffic Enforcement Program. GME grant for enforcement of common traffic safety problems.

Travel Expenses - Budget Category **-** direct expenses for grant related travel incurred by personnel identified in the budget. Allowable costs include transportation, subsistence, and lodging, incurred in accordance with applicant agencies' documented travel policies.

Uploads - documents that can be attached to your application, such as Letters of Support and the Problem Statement form. Some of these are required portions of the application.

Worksheet – An optional form that can be used to gather all the pertinent information prior to filling out the application.

Worksheet Page 1

Budget Estimate– You will only be able to enter information into those fields specific to the type of grant you selected. These will be indicated by the presence of "Edit" Buttons in the line item area.

Personnel Costs: Enter classifications to be utilized, the monthly or hourly salary rate, and percentage (%) of work time related to the grant. A Personnel Activity Report will be required for personnel working on a less than a 100 % basis.   Reasonable cost of living increases or incentive increases should be estimated and included. A listing of applicable benefits and their % of salary are needed. Overtime Costs must be broken out separately and are based on operations rather than positions. Applicable overtime benefits and their %'s are needed.   See Budget Pages 3 and 4.

Position Name:_____ (For each FT or HRLY position desired)

Brief description_____

If Full-time: Pay rate:_____ Avg. per month

% time grant related_____ (less than 100%, Personnel Activity Report required)

If Hourly: Pay rate:_____per hour, # of hours:_____

Position Name:_____(For each FT or HRLY position desired)

Brief description_____

If Full-time: Pay rate:_____Avg. per month,

% time grant related_____ (less than 100%, Personnel Activity Report required)

If Hourly: Pay rate:_____per hour, # of hours:_____

Position Name:_____ (For each FT or HRLY position desired)

Brief description_____

If Full-time: Pay rate:_____Avg. per month,

% time grant related_____ (less than 100%, Personnel Activity Report required)

If Hourly: Pay rate:_____per hour, # of hours:_____

Benefits: (Social Sec, FICA, OASDI, SDI, Worker's Comp, Unemp, Retire., Health, etc.)

Type_____%_____

Type_____%_____

Type_____%_____

Type_____%_____

Type_____%_____

Type_____%_____

Worksheet Page 2

Overtime :

Type of Operation:_____

Hourly pay range employees involved: Min. _____Max._____

Type of Operation:_____

Hourly pay range employees involved: Min. _____Max._____

Type of Operation:_____

Hourly pay range employees involved: Min. _____Max._____

Type of Operation:_____

Hourly pay range employees involved: Min. _____Max._____

Type of Operation:_____

Hourly pay range employees involved: Min. _____Max._____

Overtime Benefits: (Social Sec, FICA, OASDI, SDI, Worker's Comp, etc.)

Type_____%_____

Type_____%_____

Type_____%_____

Travel Expenses: Enter estimated cost of travel related to the grant, such as the Training and Leadership Seminar, Vehicular Homicide or other OTS training attendance. Costs include transportation, lodging, and per diem incurred by personnel identified in the budget, and must be segregated into "in-state" and "out-of-state" travel.

In-State:

Cost:_____

Anticipated Travel:_____

Justification:_____
_____

Out-of -State

Cost:_____

Anticipated Travel:_____

Justification:_____
_____

Worksheet Page 3

Equipment: Enter the estimated cost of each item of equipment to be purchased. Items that have a useful life of more than one year and cost $5,000 or more should be included in this category. The total cost of equipment includes modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for grant purposes including tax, shipping, and installation, excluding any discounts.

Item Title:_____

Quantity:_____Unit Cost:_____

 Justification:_____

_ _____

Item Title:_____

 Quantity:_____Unit Cost:_____

 Justification:_____

_ _____

Item Title:_____

 Quantity:_____Unit Cost:_____

 Justification:_____

_____

Item Title:_____

 Quantity:_____Unit Cost:_____

 Justification:_____

_____

Contractual Services:

Please look at the definition in the glossary, and follow your agency's contracting/purchasing procedures.

You must prepare a sub-budget for this item which will auto-populate the line item on the Budget Page. The sub-budget will mirror this budget layout exactly, however, it will be for the items provided or charged for by a vendor under contract. Worksheet 1, 2, and 4 can be duplicated and used to work out the sub-budget prior to entry into the system. There should be no Equipment costs in a Contractual Services sub-budget. All equipment should be included in the main budget and purchased by the grantee using their procurement policies.

Worksheet Page 4

Other Direct Costs: This category should include the line item titles of any other direct grant expenses not covered in previous categories including services not requiring contractual agreements and minor equipment. The following are examples of line item titles that may apply: office supplies, printing/duplication, educational materials, radar device, child safety seats, bicycle helmets, and checkpoint supplies.

Item Title:_____ Quantity:_____

Unit Cost:_____

Justification:_____

_____

Item Title:_____ Quantity:_____

Unit Cost:_____

Justification:_____

_____

Item Title:_____ Quantity:_____

Unit Cost:_____

Justification:_____

_____

Item Title:_____ Quantity:_____

Unit Cost:_____
Justification:_____

_____
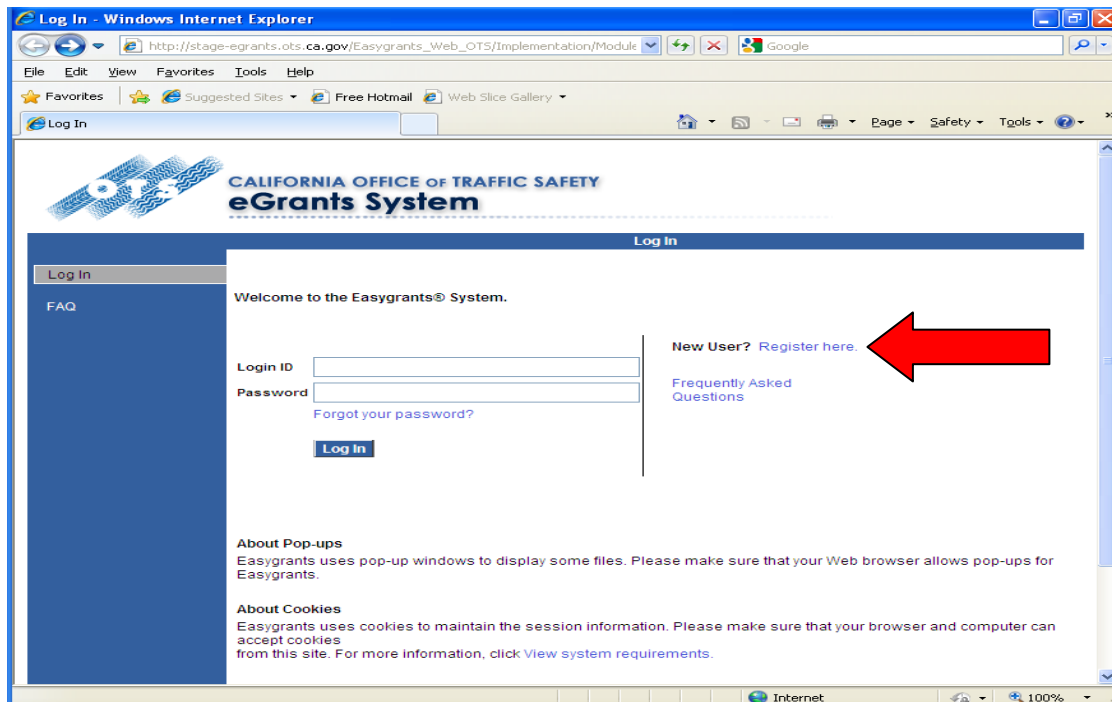
Depending on the type of your grant, the Budget should now be complete!

Uploads : Your grant application must include a Problem Statement and Method of Procedure document. You <u>must complete and upload</u> a Problem Statement and Method of Procedure (PS-MOP) document from a link on the UPLOADS Page. You will select type of document to be uploaded from drop-down menu based on the type of grant for which you are applying. Save the document to your computer, so that you can complete the required statistical information and questions prior to completing the application. When you get to the Upload section you will upload the completed document from your computer into the eGrants Application.

REGISTRATION

To access the eGrants website you will click on the link from the OTS website, which will bring you to the Log-In page. If you are a first time user, you will have to register by clicking on the "Register Here" phrase to the right of the Log-In text boxes.

This will take you to the Registration Page and instructions for developing your complex password.

On the Registration Page you will enter the personal information requested. Your e-mail address will serve as your future Log-In ID. Enter your chosen password and choose a security question and answer.

Required Information is denoted by the symbol " * "

When all required information is completed click on the SUBMIT button on the bottom of the page. A dialog box will appear asking if you are sure you want to register. Click "OK".

If you receive a red error message at the top of the page, you will need to correct the errors listed, such as, missing information or an improper password, and submit again.

If you successfully submit your registration you will automatically be directed to the HOME Page. Congratulations !

If you forget your password, click the "Forgot Your Password" prompt. A new temporary password will be e-mailed to you.

After each Log-In, you will be taken to the "Home" Page. From the HOME page you can change your password, access Frequently Asked Questions (FAQ), view your grants, view all your tasks, or apply for funding. Any tasks that are currently pending some action are displayed automatically under "My Tasks."

Navigation Bar   Pending Task

Apply for Funding

The Navigation Bar will always be on the left side of the page and will allow you to navigate throughout the site. From the home page there are limited choices available on the Navigation Bar. Other pages have different navigation options.

If you decide to leave the site, please use the Log-Out from the Navigation Bar.

As a new user there should not be any Pending Tasks. Once you begin an application the task will appear here until the application is completed and submitted. You may have multiple tasks for one application or tasks for multiple applications that you are working on. The eGrants ID will identify the particular application the task is referring to. To go directly to a task, click on the Pending Task that you wish to go to.

To begin an application click on the APPLY FOR FUNDING Button, and you will be taken to the "Apply for a New Grant" Page.
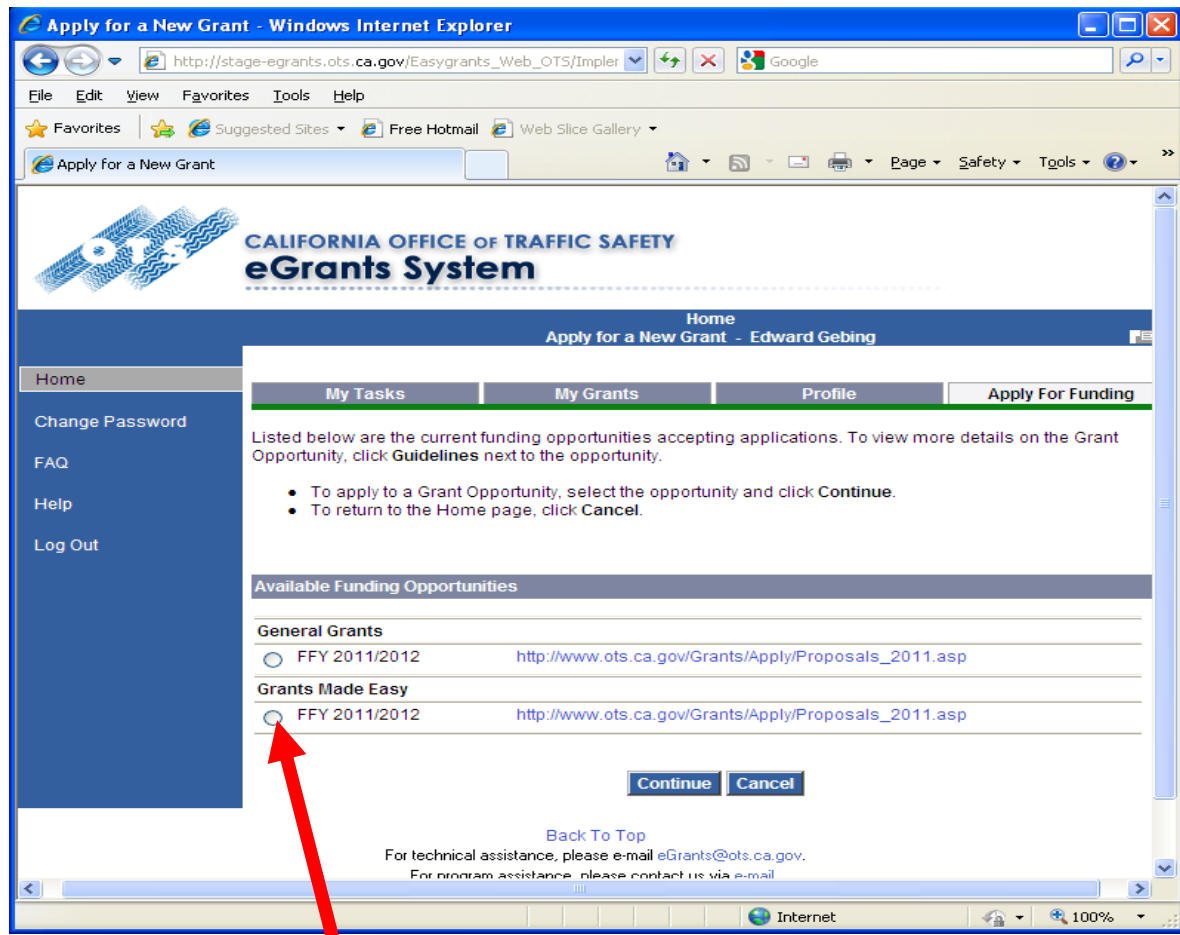
Grant Button

The "Apply for a New Grant" Page will show all the grant opportunities are currently available for applications.

Decide which type of grant best meets your needs and click the button next to it. Once you have selected the type, click on the CONTINUE button to proceed to the next page.

General Grants are those that are not templated. You will build these grants based on your proposal and the emphasis area. There are master lists available for the Goals and Objectives, or you may write your own following the OTS guidelines.

Grants Made Easy, referred to as GME's, are the simple, templated grants designed to accommodate specific types of projects that, by their nature, are very similar. These grants have set Problem Statements, Method of Procedure, and Goals and Objectives, for each grant type. GME grants are available for DUI Enforcement, Selective Traffic Enforcement, Emergency Medical Services, Probation, Vertical Prosecution, and Traffic Records.

To the right of the Funding Opportunities, are links to the OTS website for more information on these grants.

The MAIN Page has three functions: Instructions, Navigation, and Status of your application.
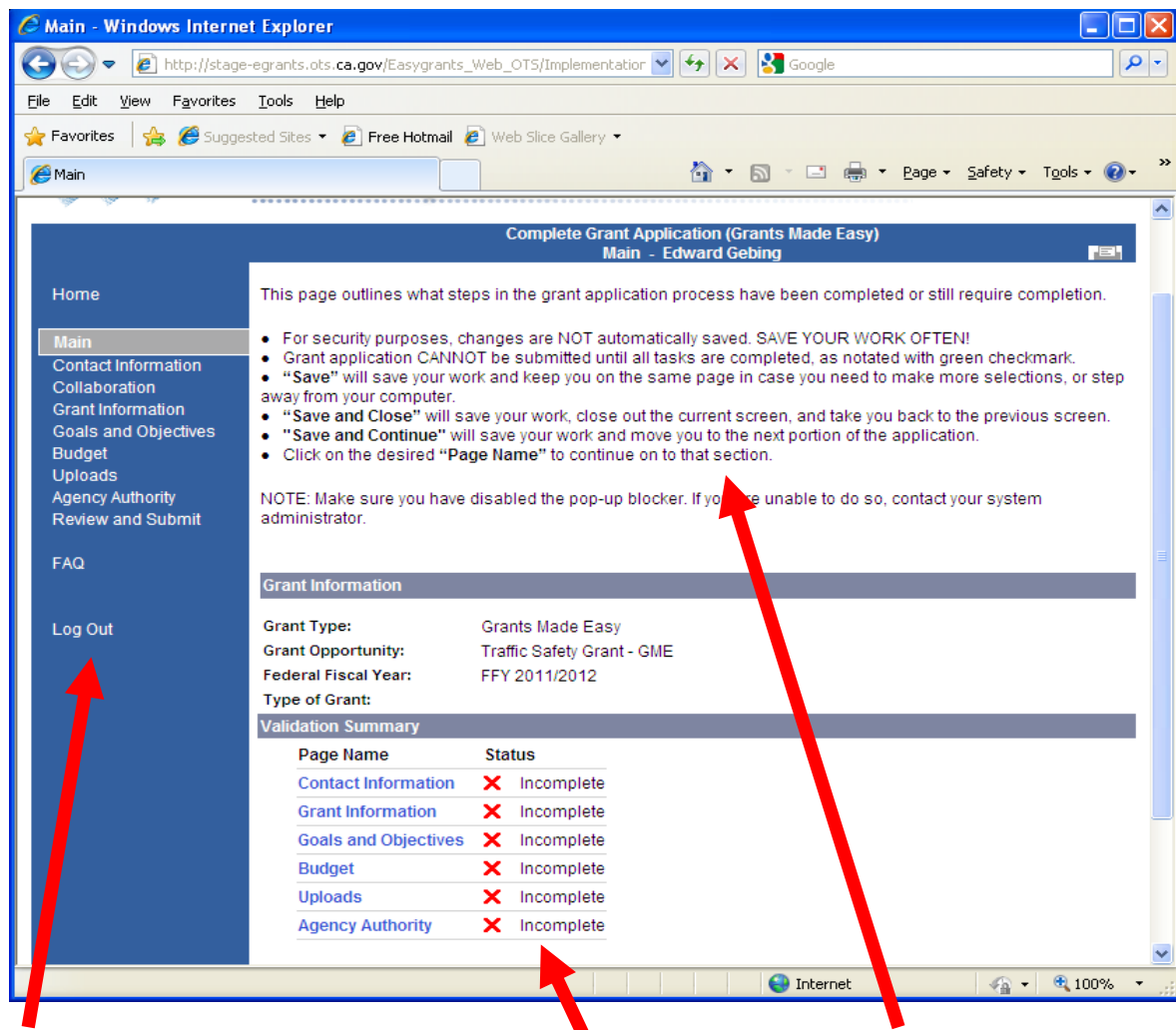
Navigation Bar   **Status**   **Instructions**

Instructions are printed at the top of the page and cover the definitions of Save, Save and Close, and Save and Continue.

☐ **"Save"** will save your work and keep you on the same page in case you need to make more selections, or step away from your computer.

☐ **"Save and Close"** will save your work, close out the current screen, and take you back to the previous screen.

☐ **"Save and Continue"** will save your work and move you to the next portion of the application.

Navigation Bar is expanded on this page and will allow you to proceed to any page within the application, Frequently Asked Questions, or Log Out. Click on the desired page name and you will be taken to that page.
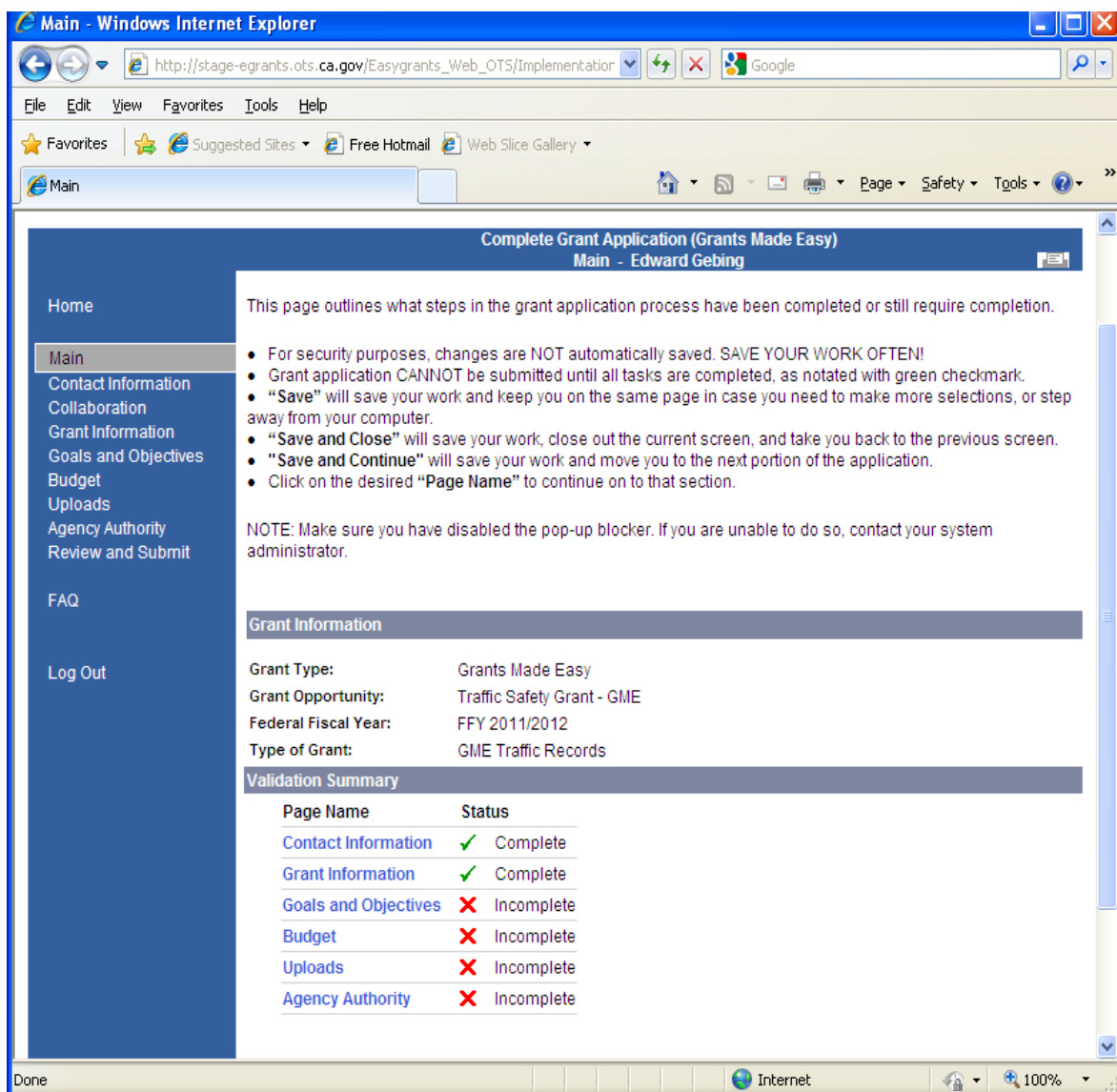
Status of your application is shown in the validation Summary. Your application cannot be submitted until all pages are shown with a green check as "Completed". You should always double check your work, however, especially in regards to the budget. The program doesn't know what you will be asking for in your budget, so any completed line item will trigger a completion in the Validation Summary. You may also use the Status Page Names as a link to go to those pages which require completion.
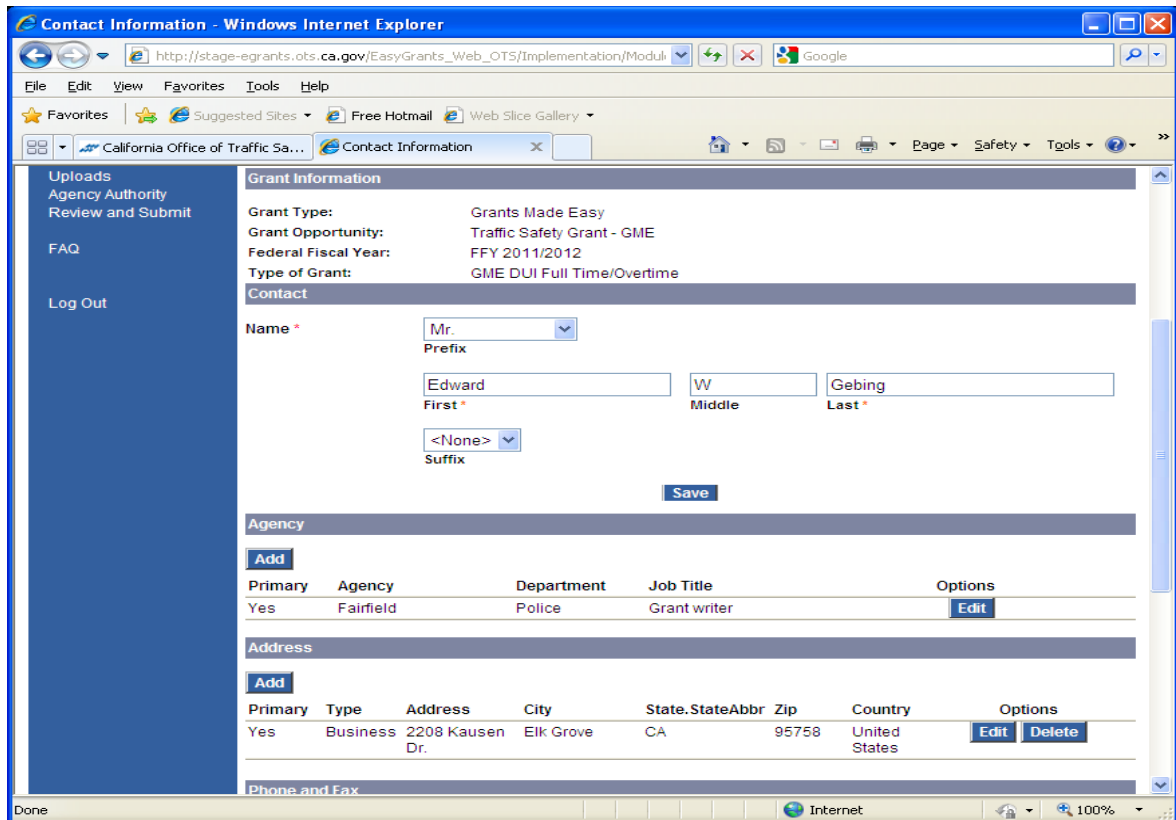
Be aware that the MAIN Page is relative only to the application, and in the case of a Sub-Budget, the process, on which you are currently working.

The Contact Information Page is where you officially become the applicant for this grant. Enter your contact title (prefix), name, and suffix, then select SAVE.

For agency, select ADD, and the Agency Affiliation Editor Page will come up.

You will click in the Primary Box if this is your primary agency, then you will click on the SELECT Button to find your agency. A dialog box will appear where you can type in the first few letters of your agency name and select FIND.

 A menu will appear with the agencies listed that match your request. Highlight your agency on the list and click on the SELECT Button. Your agency name will appear on the Affiliated Agency line.

** If your agency is not listed, check your spelling first. If you can't locate your agency, please contact the Regional Coordinator for your geographic area. Your Regional Coordinator and their contact information can be found on the OTS website.

On the Department Line, use the pull-down menu to select the type of agency your department represents.

Enter your Job Title and select SAVE AND CLOSE.

Continue by "Adding" your address, phone numbers, fax, and e-mail address, in a similar manner, completing each by selecting SAVE AND CLOSE. You will be brought back to the Contact Information Page to "Add" the next item.

These items may be edited or deleted at any time until submission of the application.

When you are finished select CONTINUE. You will be taken to the next operation, the COLLABORATION Page.

Sometimes it is necessary for several people to work on various portions of a grant application at the same time. For instance, the main applicant may be working on Goals and Objectives, while someone else completes the Budget. eGrants allows the applicant to designate assistants in a "Supporting Role" by using the COLLABORATION Page.
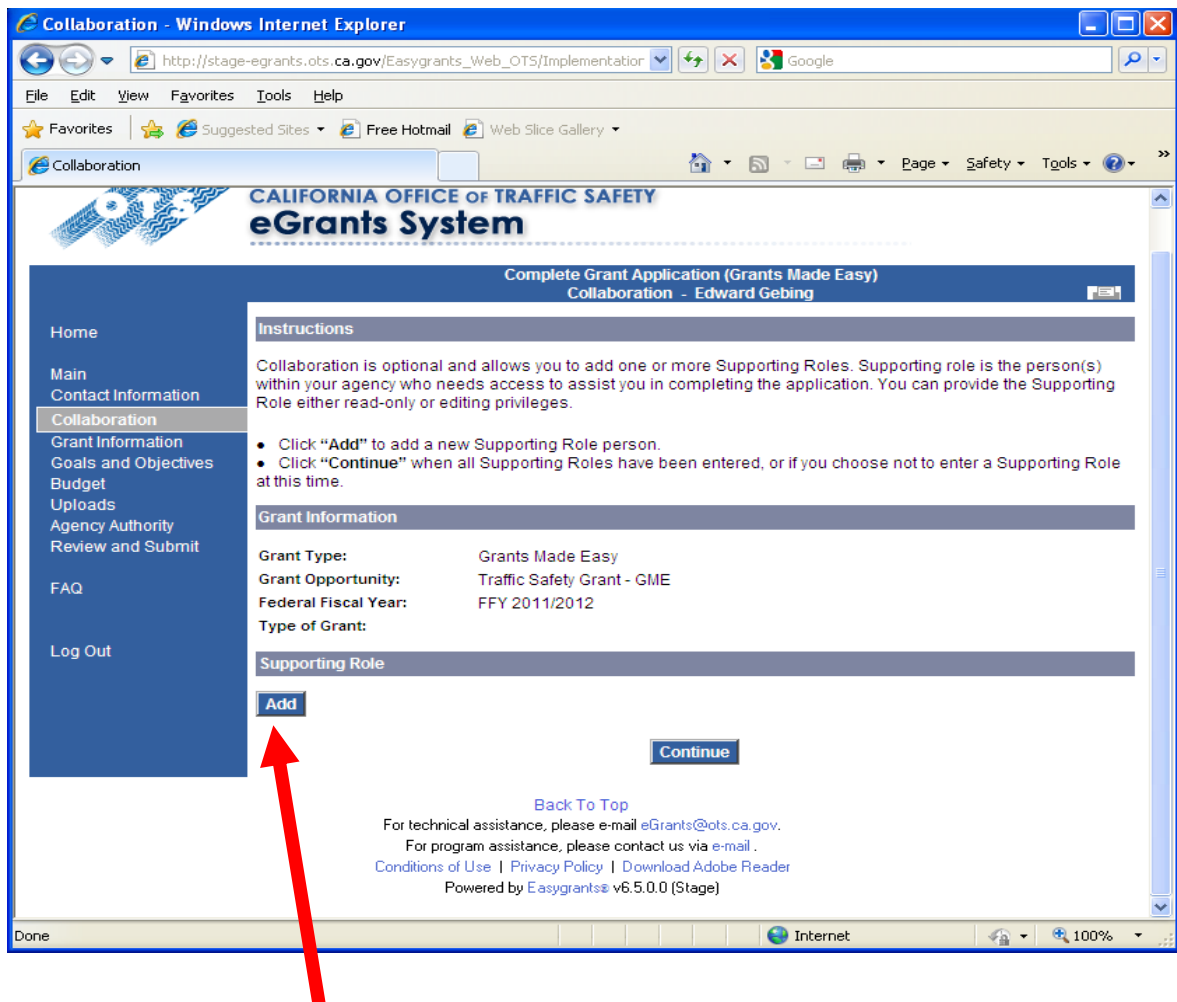
By clicking the ADD Button, a page will come up for you to enter the "Supporting Role" information and the amount of access you wish to assign to the person.

You will need the full name, telephone number, and e-mail address for the "Supporting Role" designee. See Collaboration Page 2.

The Permission Level ranges from "View Only" to "View All – Edit All" and are selected from a drop down menu.

When information is entered, select the SAVE AND CLOSE Button. You will be taken back to the initial Collaboration Page and display the information you entered. Should you need to edit the information later you will be able to do it from this page.

Select CONTINUE to go to the next page in the application.

This page allows you to complete the selection of the "Type of Grant" from a drop down menu. The grants on the drop down menu are based on your previous selection of grant opportunities. In this case we selected Grants Made Easy, so only the available Grants Made Easy types for this cycle will be displayed. Types of grants available may vary by grant cycle. Not all grant types are available during all cycles.

As you will notice in the example, there are two types of DUI, and two types of STEP grants available. Select the type with the appropriate personnel expenses for which you will be seeking reimbursement.   This will be either "Full-time/Overtime", which includes one or more full-time positions and additional overtime for operations, or "Overtime Only", which does not allow any full-time personnel, only reimbursement for actual overtime costs incurred to complete the Objectives.

The Budget Page you will access and edit for your grant, is based on this selection, and only allows editing of those items allowed in the grant you choose.

Had you selected a General Grant you would select the emphasis area, title your grant and write a brief description of the proposed project.

When you select the Grant Type from the pull-down menu, a Grant Description for that grant is generated automatically. The description is a brief overview of the grant's goals and objectives.

Select SAVE which will refresh your page, then CONTINUE to go to the next page, which is the Goals and Objectives.

GOALS - The Goals and Objectives for Grants Made Easy grants are templated for your convenience, and are all listed on this page. However, pay attention to the Instructions at the top of the page. Due to space limitations they are not all displayed unless you click SHOW ALL, at the bottom of the listing.

You are now seeing a Show Page View with all the Goals listed, and on the lower left it confirms that you are viewing records 1-12. The ID Number for the Goals and Objectives are the reference numbers to OTS's Master Listing of all Goals and Objectives, not a numerical listing for your grant's Goals and Objectives.

The Goals do not require any input. They have been selected for the specific grant type as a part of the template. They are mainly statistical markers that will need to be reported on as a part of your quarterly reporting. Changes in these markers can indicate how successfully a particular strategy is working.

OBJECTIVES are the activities in the grant, such as enforcement operations, that are conducted to accomplish the Goals.

Many of the Objectives on this page will require you to insert the numbers of operations that will be conducted by your agency under this grant. Each Objective that needs your input will have an ADD button on the right side of the column. You must complete the additions to all the objectives before the Validation Summary will show the page as complete. Objectives cannot be deleted from the application. If an ADD button appears next to an objective that is not anticipated to be used, you must still select ADD, or you will not be able to complete the validation for the Objectives. It is again very important to make sure you have viewed all the Objectives or used the Show Page View, as you may have as many as 25 Objectives that must be viewed.

All the objectives listed, regardless of whether input is needed or not, are objectives for your grant and will become a part of your final Grant Agreement. Review them to understand what you are being asked to do to fulfill your Grant.
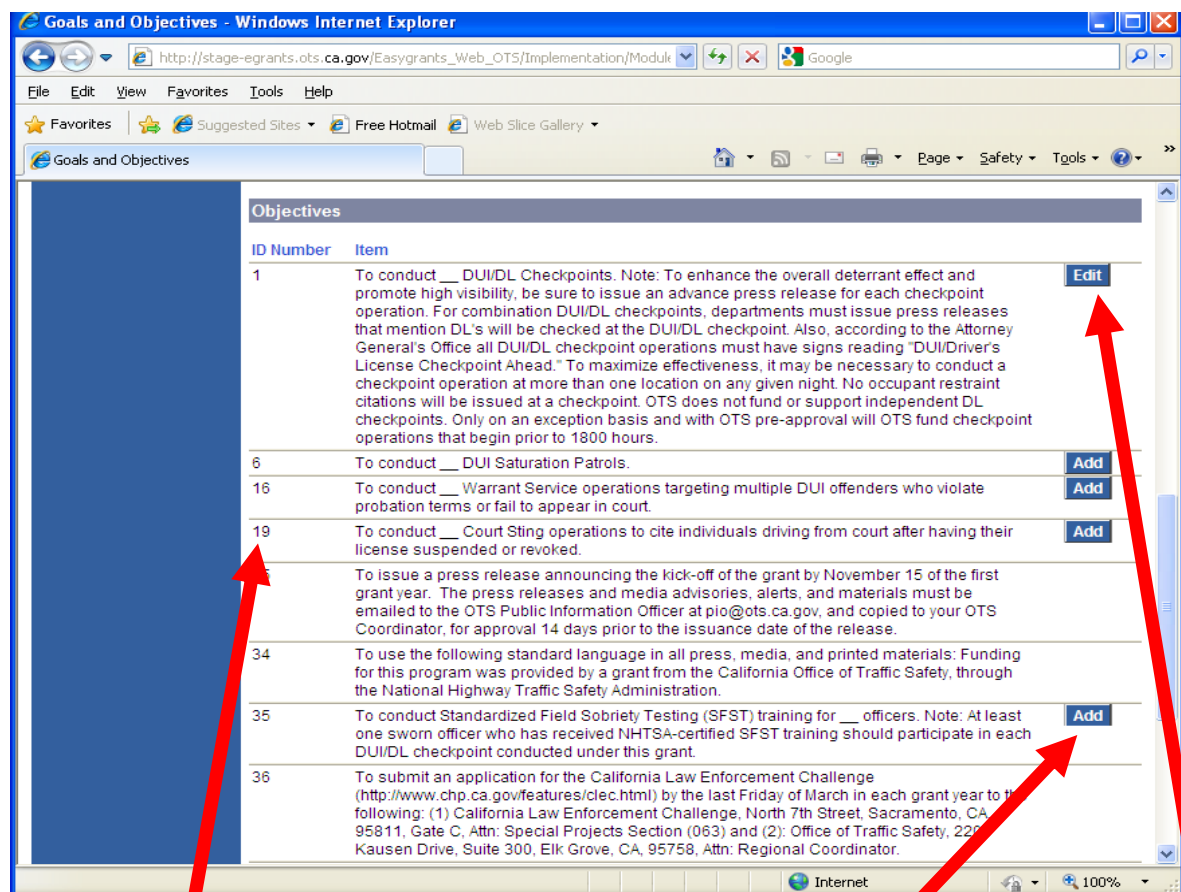
Objective   ADD Button   EDIT Button

When you click on the ADD Button you will be taken to a data screen that will show you the Objective and allow you to enter the number of operations as a Target Number. If the objective is not anticipated to be used, then enter a zero into the Target Number field. When you enter your desired number, you will then SAVE AND CLOSE.

Target Number   Objective

When you SAVE AND CLOSE you will be taken back to the Goals and Objectives page, and the ADD Button will have changed to an EDIT Button. There will not be any other indication at this point that you have completed that Objective. The number of operations selected **will not** display on the Goals and Objectives page.

Finish the remaining Objectives in the same manner.

Some Objectives will require base year information and some will require percentages of change. These pages may have a CALCULATE Button that can be used to make the required calculations for you. Upon viewing them you may edit, prior to saving the results.
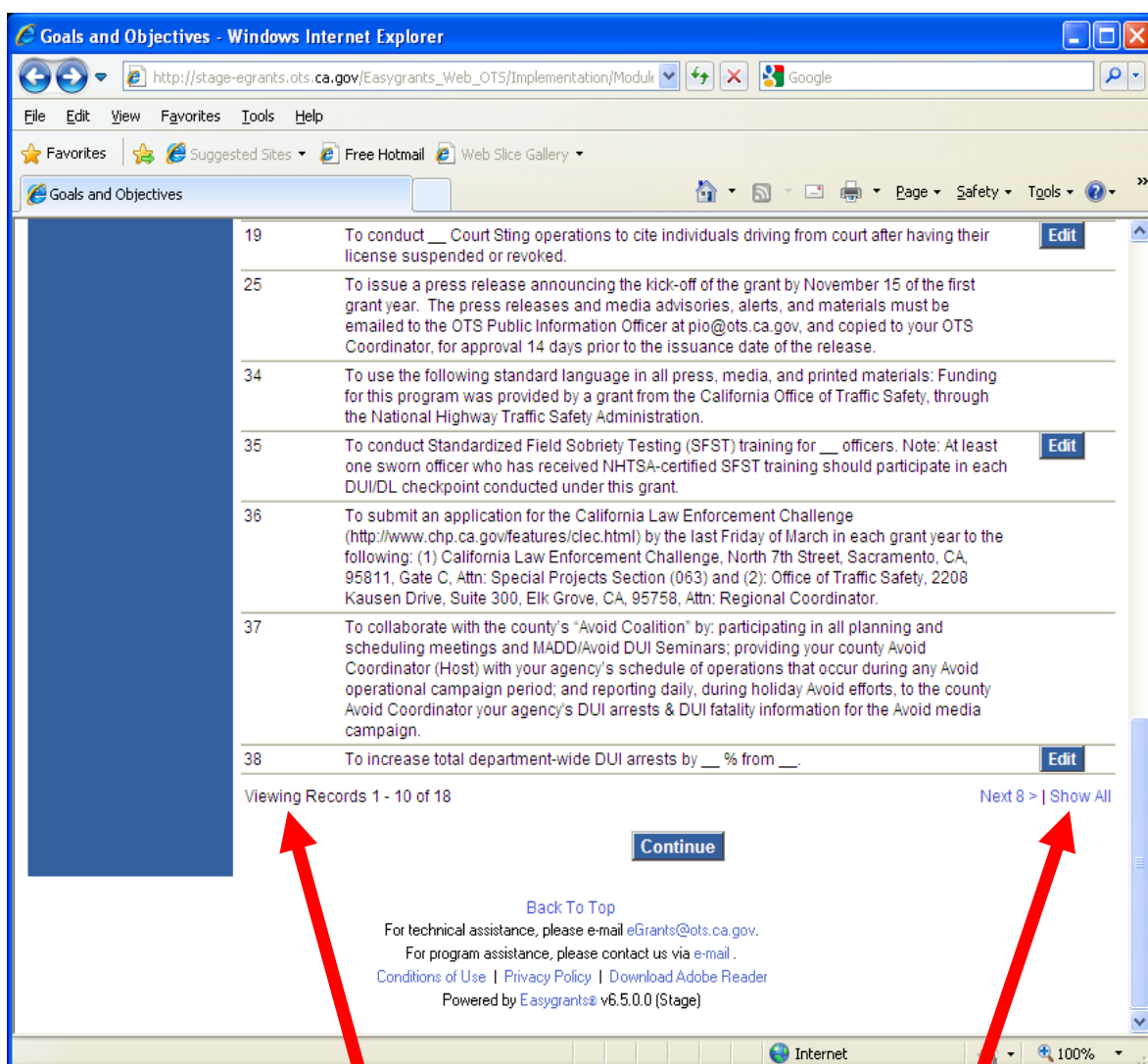
When you get to the bottom of the page, if you click on CONTINUE, you will be taken to the budget page regardless of whether you have completed the Objectives or not. Please be sure that you have viewed and completed all Objectives by looking at the "Viewing Records" on the left side of the page, or "Show All" on the right side.

You may return to an Objective and edit it at any time prior to submitting the application.

When all Objectives are completed and show EDIT Buttons rather than ADD buttons, click on the CONTINUE Button. You will be taken to the Budget page. If you check the Validation Summary on the Main Page it should now indicate that the Goals and Objectives are complete with a Green Checkmark.

The Budget page is laid out similar to the old claim form. There are five Budget Categories: Personnel Costs, Travel Expenses, Equipment, Other Direct Costs, and Indirect Costs. See the Grant Program Manual section indicated in the glossary for more specific information on these categories. The Grant Program Manual is available on the OTS website at www.ots.ca.gov .

Worksheets were developed to help you collect all the necessary information before you start completing the Budget Page, saving you time in the process.

The Budget Page only allows you to "Edit" those items to which your grant is entitled. For example, if you are applying for an overtime only grant, you will not see EDIT Buttons for Regular Employee or Hourly Employee. If you have not completed your Grant Information Page there will be no Edit Buttons available.

To begin entering your budget items, click on the Edit Button for the line item that you would like to "Edit". In this case we will edit the Regular Employee line item. Selecting Edit will bring up an Employee Details Page.

REGULAR EMPLOYEE

Enter the name of the position you are seeking, such as Police Officer, DUI Enforcement Officer, Traffic Clerk, etc., then select ADD. It will add the position to the page. Continue to add all the positions you are seeking.

If you made an error or decide that a position should not be included, you may delete this line item by using the DELETE Button.

In order to edit the details for a position select the EDIT Button, which will bring up a detail page for that position.

You will select the number of years for this position. Most GME grants are limited to one year and will not give you multiple years as an option.

Enter the number of positions desired in the "Quantity" box.

Although the ADD Button is the next down, you will need to complete the "Budget Narrative" for this item before selecting ADD.

Enter a budget narrative explaining the position and what they will be doing as a part of the grant. Now select the ADD button. If you have not completed the process correctly you will receive an error message, in red, at the top of the page, explaining what was missing. If this happens some of the information previously entered may be lost and will need to be entered again.

If everything was entered satisfactorily, you will be taken to the Position Editor Page.

Enter the position's maximum Monthly Salary, the number of Months, and the percent of time devoted to the grant.

The Monthly Salary should be computed on the top step, most incentivized position's pay, and should include any expected pay increases, for this estimate. If the grant is approved you will only be reimbursed for your actual expenditures, however the grant applications are submitted 9-10 months in advance and you do not want to be caught short on your budget if the position is given to a more senior or highly incentivized officer.

The "Number of Months" are those that the position is required for in one fiscal year. If the position will be filled immediately, the number of months will be 12. The system will not accept any number over 12. If it is a multi-year grant each fiscal year is counted separately and may not exceed 12 months. If your agency is paid on a 13 "month" system, the number of months will still be 12, however the salary will be 1/12th of the annual salary.

The percentage time is that amount that is devoted strictly to the objectives of the grant. A full-time officer, for instance, would be 100%. A Supervisor that has other duties, may be 75%, 50% or less. If the percentage is less than 100%, special provisions

must be made to track the amount of time specifically spent on grant related work (Personnel Activity Report). Activity reports will be required for all grant funded positions, with the exception of overtime, which requires Overtime Approval documents.

When the amounts are entered, you may use the CALCULATE Button to see the calculations of the costs for that position, or you may select SAVE AND CLOSE to save the information and take you back to the Position Details Page. The calculations will be made automatically and displayed on the Regular Positions Page.

BENEFITS - On the Position Details Page, under the Budget Narrative Box, will be a Benefit Details section. Select ADD, which will take you to the Benefits Editor Page.

You will need to contact your Personnel, Human Resources, or Fiscal departments to determine the types and percentages of salary for your benefits. If you are also applying for Overtime, the benefits charged are different and significantly less. So you will need separate lists.

Select the benefit type from the list, then, in the % Benefit Box enter the percentage for that benefit. Select SAVE AND CLOSE to return to the Position Details Page. Use the same method to enter the rest of your benefit package.

When you have finished pay and benefits for that position, select SAVE AND CLOSE and you will return to the Employee Details Page. Using the same process, edit the pay and benefits for all the remaining positions. When finished, select CLOSE, which will return you to the Budget Page.

HOURLY EMPLOYEE – From the Budget Page select EDIT for the Hourly Employee line item. The Hourly Employee Details Page will come up and allow you to type in the position name for the hourly employee. Select ADD, and you will be brought back to the Hourly Employee Details Page, with the addition of the position line item. Select EDIT and you will be taken to the Hourly Positions and Benefits Page. Complete this page for pay and benefits using the same method described on page Budget-2.

The only differences in input between Hourly and Regular will be the hourly rate, instead of the monthly rate, and the number of hours to be funded during the grant year rather than a percentage of time.

OVERTIME – The Overtime line item is calculated differently. It is based on the cost for all employees needed to complete a selected operation. When you select the Overtime line item EDIT Button, you will be taken to the Overtime Page. You are asked to fill in an Overtime Hourly Rate Range. This is the Overtime Rate from the lowest paid employee to the highest paid, top-step employee. For example, you are conducting a Minor Decoy Operation with two CSO's, two officers, and a sergeant. You would enter the lowest CSO overtime rate as the minimum, and the top-step sergeant's overtime rate as the maximum.

Select the type of operation you would like to fund, from the pull down menu and Select ADD. Using the same method, add all the operations you will need to conduct for your grant. If the type of operation is not listed, you may choose "Other", and may edit the Overtime Item Title. Types of operations available may vary by grant cycle. Not all operation types are available during all cycles. DUI Checkpoints are not available from OTS, but will be available only from U.C. Berkeley for the 2013 Application Cycle.

You will "Edit" each Overtime Operation line item by typing in the quantity of this type of operation you will be conducting, and the cost estimate for an individual operation. Estimate slightly higher for the activity cost, to allow for pay or benefit increases, or to be able to add personnel should you need to at a later time.

Select "Year" from the drop down menu and enter "1" as all GME grants are one year in length. Enter "Quantity" of activities and "Activity Cost" per activity. If you selected "Other", complete the "Budget Narrative" field by describing what will be done under this activity, what roles are required and what duties will be performed. Click "Add" (or "Edit" or "Delete" as necessary) to complete benefits information, then click "Calculate" to reach total overtime compensation.

Click "Save and Close" to save and return to the previous screen.

Add the Overtime Benefits similarly as instructed above on page Budget-3. Benefits charged on Overtime will be different than those charged to Regular time. Contact your Fiscal or Human Resources departments to get the benefits that are applied to Overtime Pay and the percentage rates.

When you finish a particular line item and return to the Budget Page, it will show you the line item cost total, and Cost Category total.

TRAVEL EXPENSES – This is a Fiscal Year total for all grant related travel. Be sure to include funds for training you will need for your grant and OTS required or supported events, such as the CDAA Vehicular Homicide Training. A description of all known travel and a justification are required. In-state and Out-of-state travel are separate line items and are budgeted independently.

CONTRACTUAL SERVICES – This is not required for most grants, and due to its complicated nature, has a chapter dealing entirely with this process.

EQUIPMENT – Items claimed as equipment are those that have a cost of over $5000.00 per unit. NHTSA must approve all equipment purchases.

To request equipment for your grant, select the EDIT Button on the Equipment line item. This will take you to the Equipment Item Name Page, where you will select from a drop-down listing of commonly funded items. If the item you are seeking is not in the drop-down listing, you may select "Other," and type in the name of the item. Then select ADD, to form a list of your requested equipment.

When you have your list completed you will "Edit" each line item individually by selecting EDIT. You will be taken to the Equipment Editor Page, where you will enter the Quantity, the per Unit Cost, a Budget Narrative of what the item is, and your Justification for wanting to purchase the item. When finished with the item select SAVE AND CLOSE. Complete this page for each item listed on the Equipment Item Name Page.

When you have completed the edits for the equipment, select CLOSE and you will be taken back to the BUDGET Page.

OTHER DIRECT COSTS – Other Direct Costs (ODC) are those items, such as educational materials, office supplies, minor equipment, and services not requiring contractual agreements, acquired or consumed for purposes of the grant, that are less than $5,000.00, individually, although as a total may exceed that amount. For instance, you would like 4 - $3,000.00 LIDAR Units for a total of $12,000.00. The unit price is under the $5,000.00 limit, so it is considered ODC rather than equipment.

To request ODC items, from the Budget Page, select EDIT on the ODC line item. That will take you to the "Other Direct Costs Line Item Name" Page.
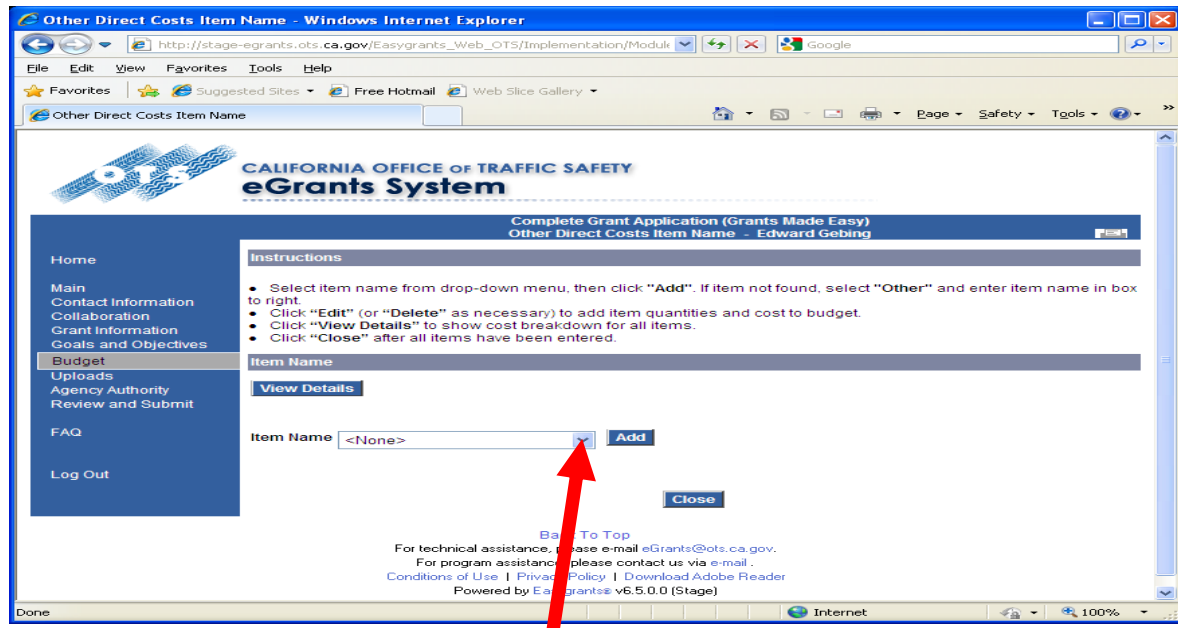
The "Item Name" Box has a pull-down menu listing approved ODC line items.
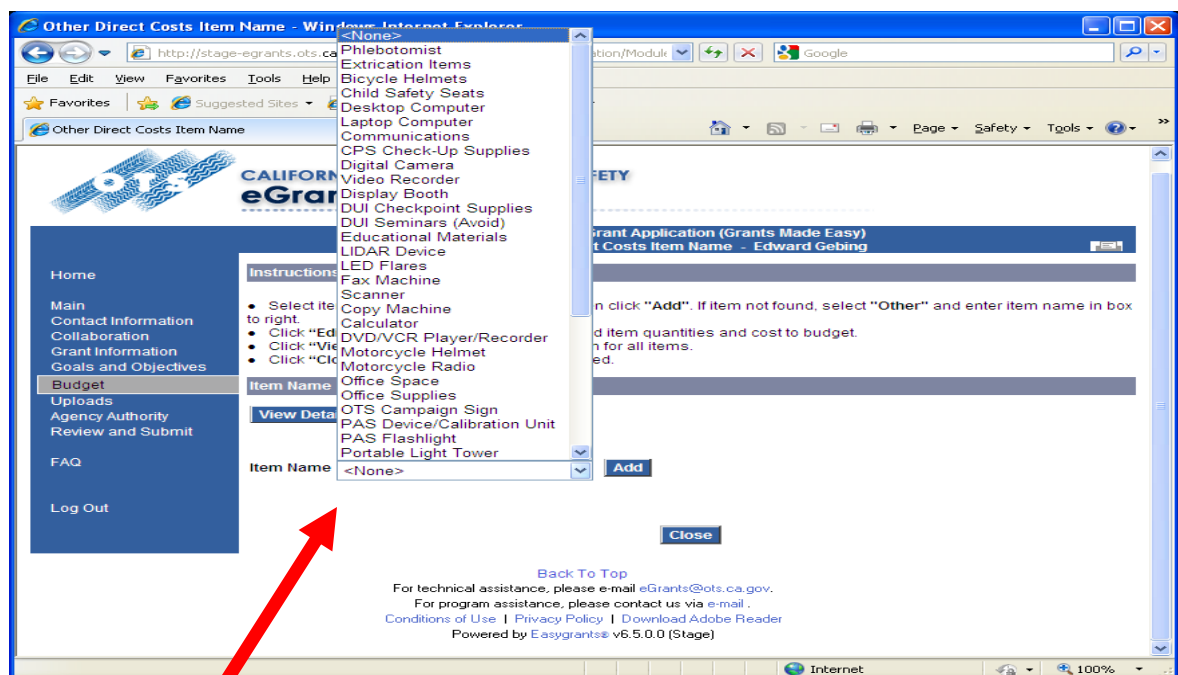
Pull Down Listing

Click on the item you want. It will show the item, along with the standard budget narrative for that item. If the item is not on the list, you may select "Other", name the item and describe it in the budget narrative, as done with Equipment.

Select ADD and it will add the item to a list of those you have chosen.

Select EDIT and you will be taken to the Other Direct Costs Editor Page.

You will have to answer two questions using pull-down menus, and be sure the year is appropriate to the length of the grant. Enter the Quantity, the Unit Costs, and the Justification for requesting the item. It will calculate the total costs for you and enter it on the Budget Page.

If you selected "Other" as the item, you will be requested to fill in a Budget Narrative description of the item. When finished with the item, select SAVE AND CLOSE.

INDIRECT COSTS – Indirect Costs (IDC) are not applicable to most grants, and will not allow you to see an EDIT Button.

If you are completing a Grant Application where IDC is allowed, you must contact your OTS Coordinator prior to requesting them in the application. You will be required to submit your federally approved Indirect Cost Rate Proposal Letter with your application by attaching it during the Uploads process.

Finish editing all the items on your listing, then select CLOSE. You will be brought back to the Budget Page. All your cost categories should show the desired amounts from your budget, and the totals at the bottom of the page.

You may go back in to the BUDGET Page at any time prior to submission and make edits.

When you have completed the BUDGET Page, select CONTINUE. You will be taken to the UPLOADS Page.
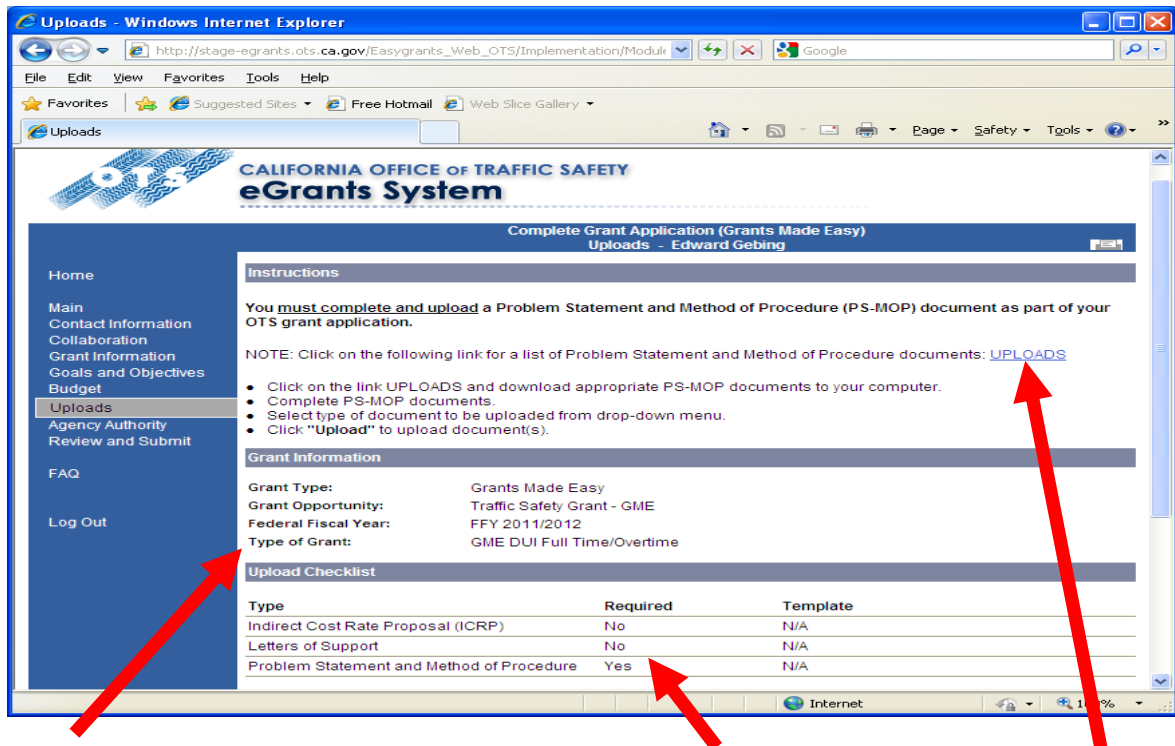
Grant Type   Document s Required   UPLOADS Link

The Uploads Page will give you instructions on how to upload documents to your application and which documents are required. The primary document is the Problem Statement and Method of Procedure (PS-MOP). Letters of Support, and Indirect Cost Rate Proposal Approval Letters may also be uploaded.

Clicking on the "UPLOADS" link will take you to the OTS website, where a page is dedicated to the PS-MOP document. At the bottom of the page will be a listing of uploads for the General and GME templated grants. Choose the one that corresponds to your grant type.
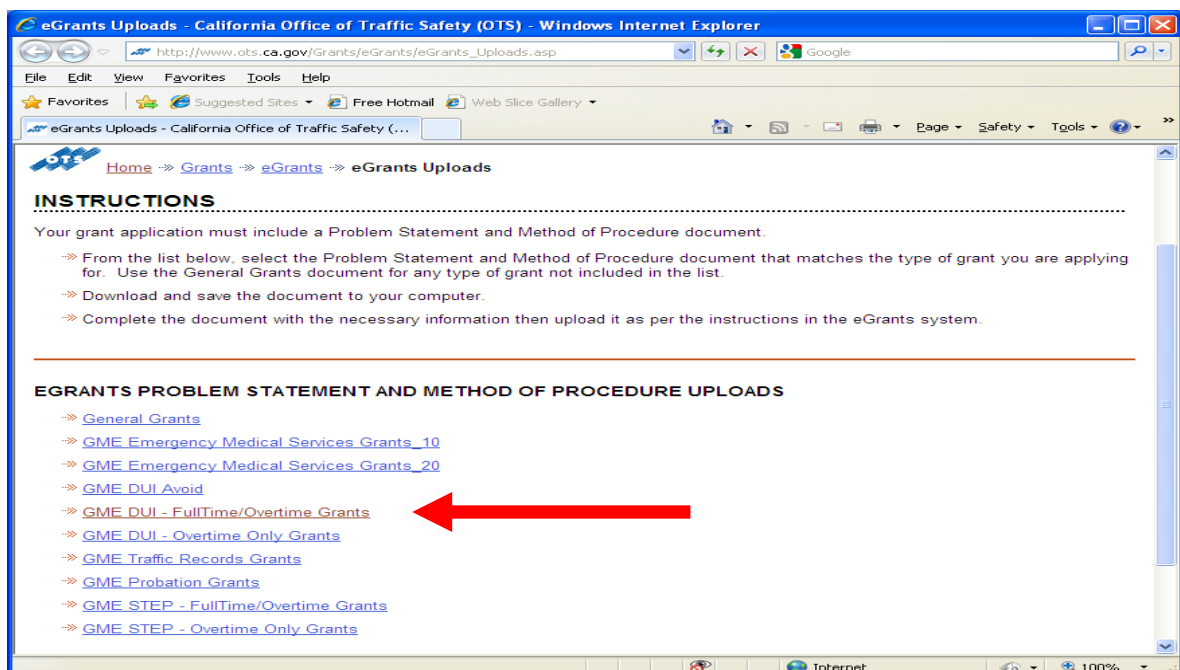
You will be taken to a multi-page document that you will need to "Save as" to your computer and complete, prior to uploading. The document requests local statistics on collisions for a three year period, and answers to specific questions about your Traffic Unit and Enforcement activity. It will take some time to acquire the information needed, and should actually be done prior to the application.

When the form is completed and saved in your computer, it can be uploaded into your Grant Application.
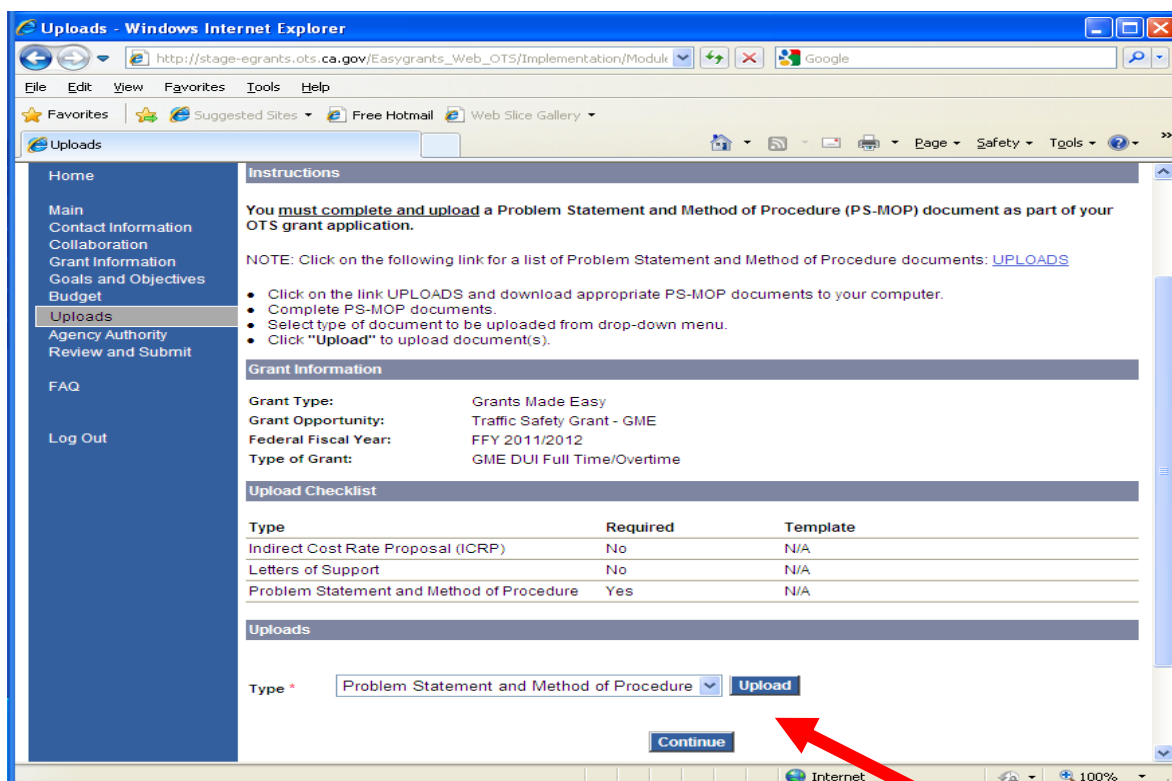
At the bottom of the eGrants Uploads Page there is a "Type" box, and a pull-down menu of document types that can be downloaded. Select "Problem Statement," then select UPLOAD. It will take you to the Uploads Editor Page. Below the "Upload Document" title bar is a "Browse" Button. Select BROWSE, find your completed PS-MOP document, in your computer, select the document, and select UPLOAD.
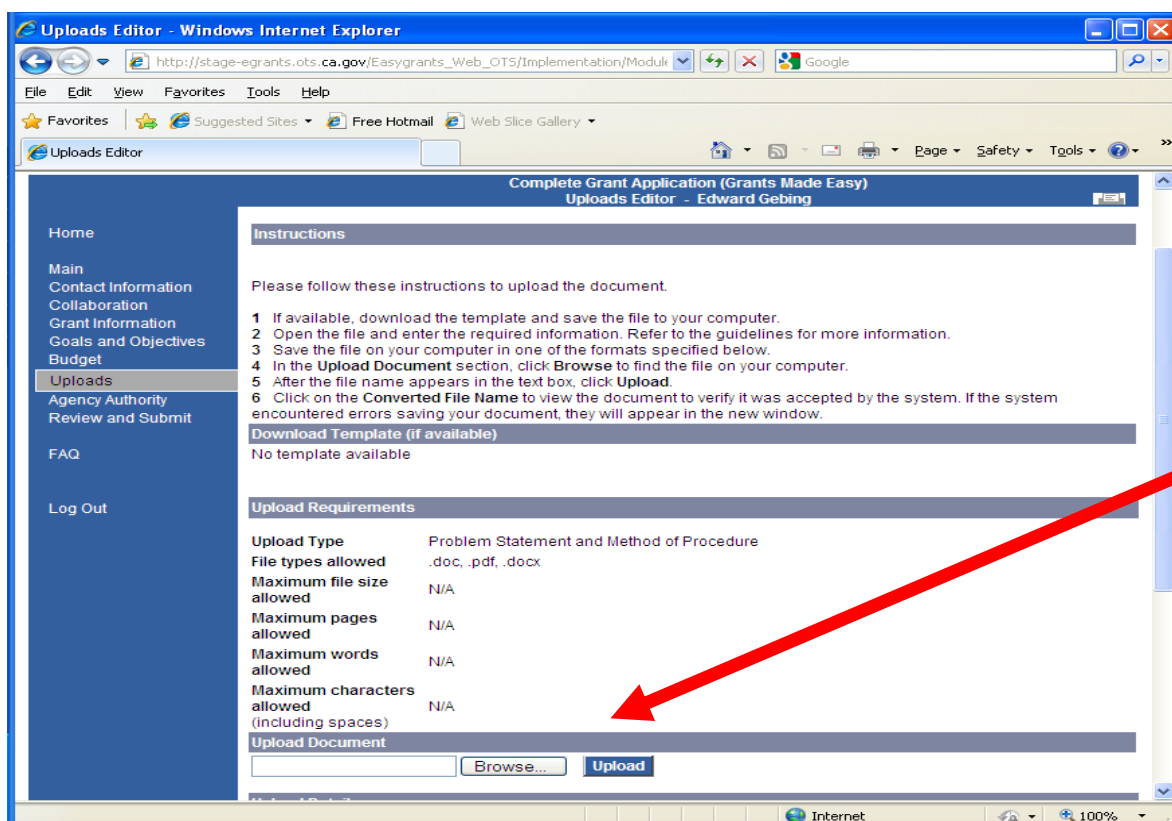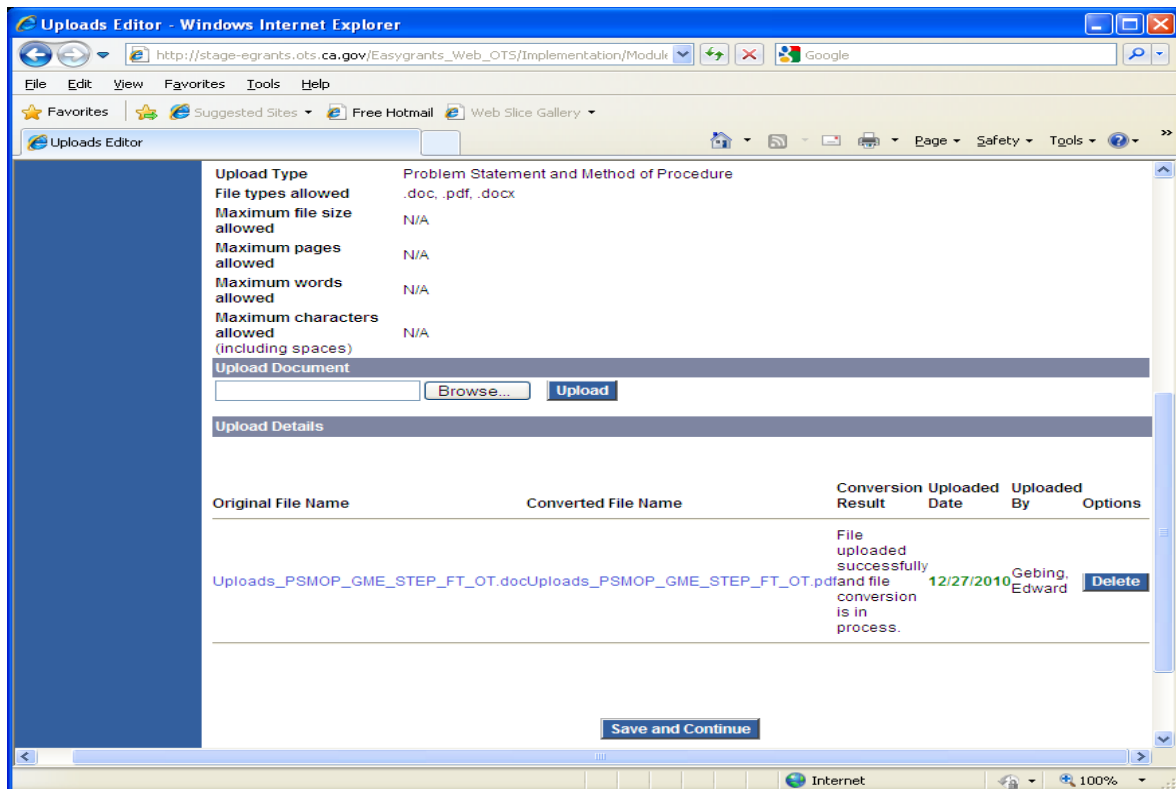
Your document will upload, convert, and give you a file name and status. Select SAVE AND CONTINUE. Use the same process for any other required or desired Uploads.

You will notice a change in status on the Main Page Validation Summary indicating that the Upload is complete.
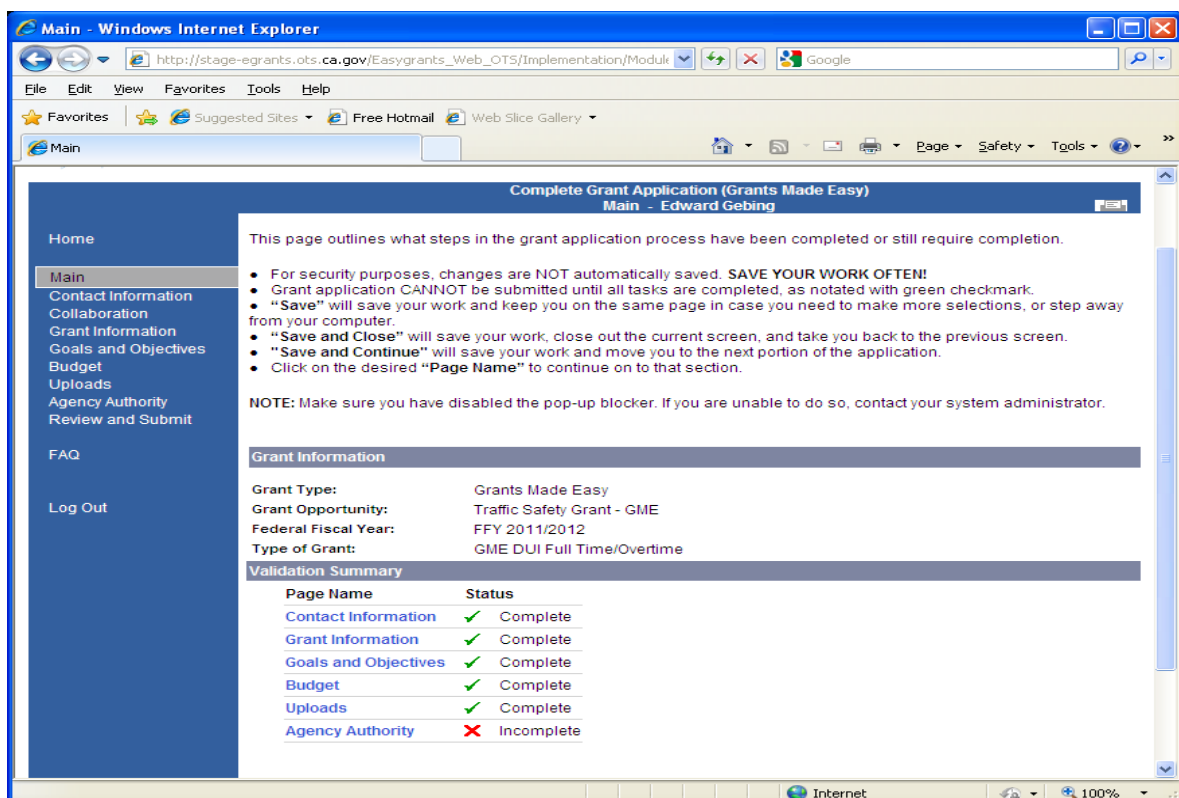
In order for the Grant Application to be submitted to OTS for consideration, the application must be reviewed and approved by two high ranking officials. One will review the application for the agency, such as a Chief or Deputy Chief, and is the Agency Authorizer. This takes the place of a cover letter on agency letterhead, used in the past. The other is a Fiscal Authorizer, who is a high ranking fiscal official of the agency or the governmental entity, who can attest to the accuracy and applicability of the budget figures supplied in the application.

These Supporting Roles will be assigned by the applicant by selecting the ADD Button.

The Access Rights Third Editor Page will come up for you to enter the name, role, phone number, e-mail address, and a permission level for the authorizer.

When finished select SAVE AND CLOSE at the bottom of the page.

Notify Button

You will return to the Agency Authority Page with the Supporting Role information displayed. Use ADD to enter your Fiscal Authorizer in the same manner as above. Once both of the authorizers are shown on the list, select the NOTIFY Button for each.

Each of the authorizers will be sent an e-mail, at the e-mail address provided in the application, requesting them to log into the website and review the application. When they have reviewed the application, there will be a "Submit" Button for them to use to complete the task and authorize the application.

When all tasks are completed and show a green check mark on the Main Page, and both Authorizers have submitted the application, the primary applicant will be provided with a "Submit" Button. Selecting the Submit Button will complete the process and send the application to OTS for consideration. If any of the tasks are showing a red "**X**" there is a task that has not been completed and must be, in order to get the "Submit" Button to display.

YOU HAVE COMPLETED THE APPLICATION PROCESS. Good Luck!

CONTRACTUAL SERVICES Page

Anytime that you would like to pay for the services of persons, other than your own agency's employees, such as a contractor/consultant, allied agencies, JPA employees, or employees of other departments, they must be paid by invoices, under a contract, M.O.U., or purchase order. This is common when paying for dispatchers in a multi-agency Dispatch Center, Phlebotomists Services, or multi-agency enforcement projects like the AVOID Program. Please check with your purchasing/contracting official to determine how the services will be paid for. Contracts and M.O.U.'s require a Contractual Services Budget, however Purchase Orders are considered Other Direct Costs. Contractual Services are allowable in most grant types.

OTS suggests you complete all your other budget processes first, and come back to the Contractual Services Budget due to its complexity.

To begin, go to your Budget Page and under Contractual Services select EDIT. This will take you to the Contractual Services Details Page. You will type in the description of one of your Contractual Services Request items and select ADD. The item will appear and form a list of all the services as you add them. When the line item appears you can edit it or delete it if necessary.

Description of Services   Delete Button   Create Sub-Budget Button

When you are sure that the description is proper and the line is necessary, you will create a Sub-Budget. A pop-up Dialog Box will ask you if you are sure this is the action you want to take. If you confirm it the Sub-Budget Button and Delete Button will disappear, and you are not allowed to delete the line item. A task is created on your Home Page for you to "Create a Contractual Services Sub-Budget".
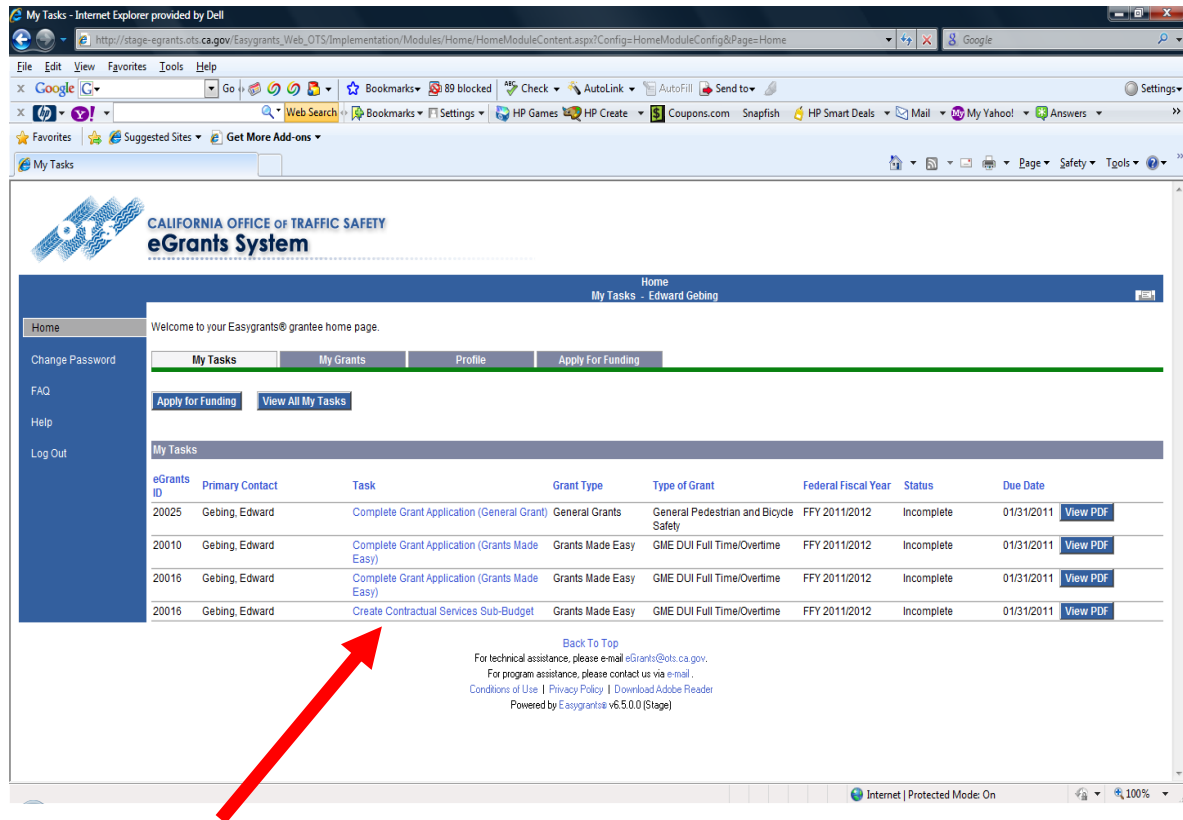
New Task Created

At the Home Page, select the Task that was created, and it will take you to a new Main Page specifically for that task. Notice on the new main page that the title at the top indicates that it is for the Sub-Budget, and the status for the budget is "Incomplete." Your navigation options are also different.
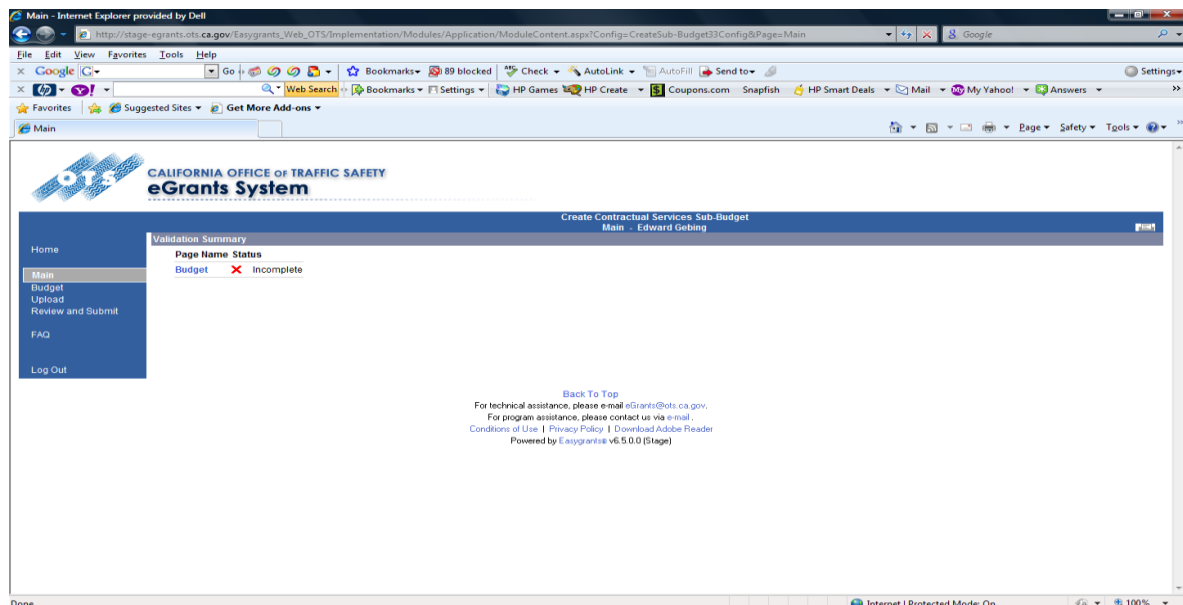
Select BUDGET from either the Navigation Bar or Validation Summary and you will be taken to the Sub-Budget Page. The Sub-Budget Page is identical in looks and operation, to the regular Budget Page, with the exception of the title at the top.

The Sub-Budget is specific to the Contractual Services Descriptor. If you have multiple descriptors for multiple contracts, such as in this example, you will have multiple Sub-Budgets. We have a contract with the Department of Health for Phlebotomy Services and M.O.U.'s with allied agencies for officers to assist in operations.

Complete the budget just as you would the original Budget Page. When finished, select CONTINUE.

You will be taken to the Uploads Page. If you have Indirect Costs as a part of the budget you will need to upload the Indirect Cost Rate Proposal Approval Letter (See Budget-14). If not, select CONTINUE, which will take you to the Review and Submit Page.

The Review and Submit Page will show your Status as "Complete," and will require you to view the budget via PDF document.

Be certain that you have completed the Sub-Budget exactly as you want it, because once you approve it by selecting the SUBMIT Button, you will only be able to view it, but make no further edits. Selecting the SUBMIT Button also releases the task and shows it as "Complete". It enters all the information into your original Budget Page and totals all the costs for the entire grant.

General Grant Goals and Objectives

General grants are different from GME Grants in that the Goals and Objectives are not standardized to each grant. The Grantee may customize a General Grant to fit the particular program that they envision.

The Goals and Objectives Page for a General Grant will also be slightly different from the GME's page. There are SEARCH and ADD NEW Buttons for both Goals and Objectives. A few key Goals and Objectives, that are common to all grants, are required and will be displayed for you on the Goals and Objectives Page.

To add goals select SEARCH.

You will be taken to the Goals and Objectives Search Page. From the drop-down menu, select the Program Area for the grant. Use the Category pull-down to refine your search, or highlight "ALL" to see all those goals that may apply. Select FIND. The Goals will appear in the results box. Goals with a check box next to them may be selected for your grant. Those without the checkbox are required and will appear without having to be selected.

Select the Goals, and when finished select SAVE AND CLOSE.

Choose Objectives in the same manner.

It should be noted that since there are a large number of Objectives, they each had to be limited to only one category. Many of the Objectives overlap, especially in the Categories of Youth Programs, Education, or Public Relations. In order to have a wider selection, you should look at each of the categories, or choose "ALL". Look at the bottom of the page to see that you are viewing all records.